

## Instructions for Completing the Annual Report

### Background Information

1. Parcels located in the Napa River or Sonoma Creek watersheds that are planted to include a 5 acre-or-larger vineyard – in most cases were required to enroll in the General Permit by July 2018<sup>1</sup>.
2. Following enrollment, the vineyard owner or their representative, is required to submit an annual compliance report (Annual Report). The initial Annual Report is due by January 31, 2019. It involves answering few questions to indicate your progress in preparing and implementing the Farm Plan required by the General Permit.
3. The required Farm Plan documents the vineyard property's natural features, developed areas, and best management practices to protect water quality. Attachment A of the General Permit describes the specific requirements for a Farm Plan. [Click here to view Attachment A.](#)
4. Note: Vineyards subject to the July 2018 enrollment deadline have until July 2020 to complete their Farm Plan and have it verified (peer reviewed) by an approved Third-Party Program - a non-regulatory organization with technical expertise, that the Water Board has approved to help farmers comply with the permit.
5. In most cases, farmers elect to work with an approved Third-Party Program to complete and verify their Farm Plan. By doing so, they are in an excellent position to achieve compliance with the General Permit.
6. For more information about the General Permit including the Farm Plan, Third-Party Programs, performance standards, all requirements, and compliance deadlines please review our [fact sheet](#).

### Completing the Annual Report

1. The Annual Report is submitted online using a tool called Geo-Tracker, a State database where permit information is stored and accessed.
2. Immediately following enrollment, the vineyard property contact (as indicated on the enrollment form), should have received an email message from the Water Board directing them to establish a Geo-Tracker account.
3. If you have a problem establishing or accessing your GeoTracker account (which is necessary to complete the Annual Report), please contact Water Board staff as listed on page 3. We are glad to help you.
4. After establishing your Geo-Tracker account, you can complete the Annual Report electronically online at <https://geotracker.waterboards.ca.gov/esi/>. To login, enter the user name and password associated with your vineyard property. Then, double click on the dark blue button labelled "Login to GeoTracker ESI."
5. You'll then be transferred to a page that lists those vineyard properties that are associated with your account. Please review the list carefully to confirm that the list is accurate and complete.

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<sup>1</sup> Where any part of an existing vineyard property is located within the North Bay wildfire area, the Water Board extended the deadline for enrollment by one year to July 31, 2019.

6. In the column at the right edge of the screen, for each property, there will be blue text underlined that reads “ANNUAL ENROLLMENT”. Double-click on this text to access the Annual Report.
7. You’ll then be transferred to the Annual Report page, which lists the name of the operation (i.e., the company or person who manages the vineyard), and the name of the vineyard property. The box below the operation and vineyard names, provides definitions of terms used in the questions that you will answer to complete the report.
8. Fill in the name of the vineyard property contact, their email address, and phone number.
9. **Before answering the questions, take a moment to become familiar with the definitions** listed here.

**Completed Farm Plan:** This means your Farm Plan includes all the information specified in Attachment A of the General Permit. In summary, this includes maps and information to document natural features, developed areas, and best management practices (in-place or that will be implemented) to achieve applicable performance standards. Note: Most vineyard managers work with a Third-Party Program to complete their Farm Plan.

**Verified Farm Plan:** The farm Plan is considered “verified” after an approved Third-Party Program has conducted a technical review of the Farm Plan (which includes a site visit) to conclude that upon full implementation of the Farm Plan, the Vineyard Property would achieve applicable performance standards for discharge, as specified by the General Permit. After the Farm Plan is verified, the Third-Party Program informs the property contact.

**Fully Implemented farm Plan:** All the best management practices specified in the Farm Plan have been implemented - the best management practices are in-place and are being maintained.

**Tier 1 Verification Letter:** Vineyard properties enrolled under Tier 1 benefit from reduced reporting and monitoring requirements. A Tier 1 Verification Letter is issued by a Third-Party Program to indicate that the Farm Plan is verified, fully implemented, and meets applicable performance standards.

Note: In all cases, properties that qualify for Tier 1 must meet performance standards for discharge of sediment, nutrients, and pesticides. Also, as applicable, where a stream channel - that provides habitat for fish - traverses the property or defines a boundary, additional stream protection actions may be required to qualify for Tier 1.

10. Depending upon where you are in the Farm Planning process (e.g., you haven’t started yet; you have started, but the plan is not complete yet; the plan is complete; the plan has been verified, etc.), there will be two-to-four questions to answer. **Once you have answered all the questions that appear on the screen**, fill in your name (Submitter’s Name), review the certification statement, and press the “Save and Submit” button. You’re done.

#### **Completing the Annual Report for Multiple Vineyard Properties**

11. You need to submit an annual report for each of the properties that are enrolled. After pressing the “Save and Submit” button for the first property, you’ll return to the page that lists all the vineyard properties associated with your account. As applicable, for the next vineyard property, complete steps 6 through 10 as listed above. Once you report on all the properties you own or manage, you are done.

**Questions or Problems, Please Contact the Following Water Board Staff:**

Graham Brown at 510-622-2426 or [graham.brown@waterboards.ca.gov](mailto:graham.brown@waterboards.ca.gov)

Samantha Harper at 510-622-2415 or [samantha.harper@waterboards.ca.gov](mailto:samantha.harper@waterboards.ca.gov)

Joshua Hoeflich at 510-622-2370 or [joshua.hoeflich@waterboards.ca.gov](mailto:joshua.hoeflich@waterboards.ca.gov)

Mike Napolitano at 510-622-2397 or [michael.napolitano@waterboards.ca.gov](mailto:michael.napolitano@waterboards.ca.gov)

## Example: What the Annual Report Page Looks like

AGRICULTURAL REGULATORY PROGRAM - ANNUAL ENROLLMENT FORM		
Name of Operation:	<b>Treasury Wine Estates</b>	
Vineyard Name:	<b>Big Ranch Road Vineyard (Global ID: AGL020033659)</b>	
<b>Vineyard Property:</b> a parcel or contiguous parcels under the same ownership, each of which is developed to include a vineyard. As a general matter, each parcel within a vineyard property where 5 acres or more are planted in grapevines is subject to the requirement to enroll.		
<b>Farm Plan:</b> A plan documenting natural features, developed areas, and best management practices implemented to achieve applicable performance standards for discharge.		
<b>Verified Farm Plan:</b> a Farm Plan is considered "Verified" when an approved Third-Party Program conducts a technical review of the Farm Plan and concludes that upon full implementation the Vineyard Property would achieve applicable performance standards for discharge.		
<b>Completed Farm Plan:</b> Required Elements and the Base Map, as specified by the General Permit (Attachment A, Farm Plan Requirements), have been completed and are included in the Farm Plan.		
<b>Fully Implemented Farm Plan:</b> All best management practices specified in the Farm Plan have been implemented.		
<b>Tier 1 Verification Letter:</b> A letter signed by a Third-Party Program representative to indicate the property qualifies for Tier 1.		
<b>For more information on the General Permit Vineyard Properties click <a href="#">here</a>.</b>		
<b>Annual Enrollment Questions</b>		
Vineyard Property Contact Name:	<input type="text"/>	Email: <input type="text"/> Phone Number: <input type="text"/>
<hr/>		
Have you completed a Farm Plan for your Vineyard Property? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span>		
<b>Certification</b>		
I certify under penalty of law that I am an authorized representative of the Operation listed above and that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. In addition, I certify that the provisions of the General Waste Discharge Requirements will be complied with.		
Submitter Name:	<input type="text"/>	Today's Date: <input type="text" value="11/27/2018"/>
<input type="button" value="Save &amp; Submit"/>		

Note: Once you connect to Annual Report page, and have answered the first question, an applicable follow-up question will appear. Depending upon where you are in the Farm Planning process (e.g., you haven't started yet; you have started, but the plan is not complete yet; the plan is complete; the plan has been verified, etc.), there will be two-to-four questions to answer. Once you have answered all the questions that appear on the screen, fill in your name (Submitter's Name), review the certification statement, and press the "Save and Submit" button.